

BCA Vendor Screening Program



Steps must be completed in order. Each step must be completed before moving on to the next step.

Step 1

- Vendor company emails the BCA expressing interest in vendor screening at BCACJISSATscreening@state.mn.us.
- BCA Vendor Screening Unit contacts vendor company to review screening process and provide required forms.

Step 2

- If vendor company is not registered in the state procurement system (SWIFT), the BCA Vendor Screening Unit emails the vendor registration instructions.

Step 3

- Vendor company fully completes and submits the following forms to BCACJISSATscreening@state.mn.us.
 - Vendor Screening Form
 - Vendor Screening Contract
- The BCA Vendor Screening Unit notifies the vendor company once the submitted vendor screening form and executed contract have been processed. This step can take several weeks.

Step 4

- BCA Vendor Screening Unit provides vendor company with instruction packet for individual employee screening.
- Vendor employee mails the following completed materials to:
 - Bureau of Criminal Apprehension
 - Criminal History Access Unit – CJIS SAT Screening
 - 1430 Maryland Ave. E.
 - St. Paul, MN 55106
 - Background packet
 - Fingerprint card
 - Background screening fee paid by check, money order or cash at the BCA front desk (click here to view current fee schedule).

Step 5

- Once the background check process is completed, BCA Vendor Screening Unit notifies vendor employee of clearance or denial.
 - Denied employees receive appeal process information.
 - Cleared employees receive instructions on establishing a CJIS Online account and completing Security Awareness Training and certification exam.
- Vendor employee completes Security Awareness Training and certification exam on CJIS Online.

Step 6

- Vendor employee notifies the law enforcement agency that they have successfully completed the screening process.
- Agency confirms screening approval in CJIS Online.